

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

PUBLIC SERVICES – Subordinate Services – Andhra Pradesh
Panchayat Raj Subordinate Service Rules – Orders – Issued.
PANCHAYAT RAJ AND RURAL DEVELOPMENT (Mdl.II) DEPARTMENT

G.O.Ms.No.84,

Dated:24-2-2010

Read the following

1. G.O.Ms.No.979, PR (E.VI) Dept. dt:8-11-1979.
2. G.O.Ms.No.132, PR&RD (E.IX) Dept. dt: 24-3-1998
3. G.O.Ms.No.369, PR&RD(Mdl.II) Dept. dt:12-12-2001
4. G.O.Ms.No.384, PR&RD(Mdl.II) Dept. dt:22-12-2001
5. G.O.Ms.No.211, PR&RD(Mdl.II) Dept. dt:6-6-2002
6. G.O.Ms.No.221, PR&RD(Est.IX) Dept. dt:13-6-2002
7. G.O.Ms.No.295, PR&RD(Mdl.II) Dept. dt:2-8-2002
8. G.O.Ms.No.98, PR&RD(Mdl.II) Dept. dt:10-4-2008
9. G.O.Ms.No.421, PR&RD(Mdl.II) Dept. dt:30-10-2008
10. G.O.Ms.No.81, PR&RD(Mdl.II) Dept., dt:20-02-2010
11. From the Secretary, A.P. Public Service Commission
Lr.No.260/RR/2010, Dated:24-2-2010.

ORDER:

In the G.O. 3rd read above the post of Panchayat Secretary was created in each Gram Panchayat combining Revenue and Panchayat functions.

2. In the G.O. 4th read above the Andhra Pradesh Panchayat sub-ordinate Service (Supplementary) Rules were issued for these posts. In the G.O. 7th read above rules were issued for the post of Panchayat Secretary. According to the said rules, there are seven categories of Panchayat Secretaries.

3. In the G.O. 9th read above, orders have been issued for formation of 12,395 Panchayat Clusters. After formation of these Panchayat Clusters, the existing seven categories of Panchayat Secretaries have been regrouped into the following four categories vide G.O. 10th read above.

1.	Panchayat Secretary Grade-I	Merging the post of Panchayat Secretary categories I,II and III
2.	Panchayat Secretary Grade-II	Panchayat Secretary category IV
3.	Panchayat Secretary Grade-III	Panchayat Secretary category V and VI (Other than those who are in the Record Assistant Scale and below)
4.	Panchayat Secretary Grade-IV	Category VI those who are in the Record Assistant Scale and below and Panchayat Secretary category VII

4. After regrouping of the posts of Panchayat Secretary, it has become necessary to revise the Andhra Pradesh Panchayat Raj Sub-ordinate Service Rules for the post of Panchayat Secretary.

5. The following notification shall be published in the Extra ordinary issue of the Andhra Pradesh Gazette, dated:24-2-2010.

NOTIFICATION

In exercise of the powers conferred by the proviso to **article 309** of the Constitution of India read with sub section (3) of section 36 and sub section (1) of section 268 of the Andhra Pradesh Panchayat Raj Act, 1994 (Act No.13 of 1994) and in supersession of the orders issued in the G.O.Ms.No.979, PR (E.VI) Dept. dt:8-11-1979. G.O.Ms.No.132, PR&RD (E.IX) Dept. dt: 24-3-1998, G.O.Ms.No.384, PR &RD(Mdl.II) Dept. dt:22-12-2001, G.O.Ms.No.211, PR &RD(Mdl.II) Dept. dt:6-6-2002, G.O.Ms.No.221, PR&RD(Est.IX) Dept. dt:13-6-2002, G.O.Ms.No.295, PR &RD(Mdl.II) Dept. dt:2-8-2002 and G.O.Ms.No.98, PR &RD(Mdl.II) Dept. dt:10-4-2008 and of all other powers here unto enabling the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Panchayat Raj Subordinate service.

RULES

1. Short title

- (i) These rules may be called as "**The Andhra Pradesh Panchayat Raj Subordinate Service Rules, 2010**"
- (ii) They shall come into force with immediate effect.

2. Constitution :

The service shall consist of the following categories of posts namely.

Class-A : Supervisory posts :

Category (1) Panchayat Secretary – Grade-I

Category (2) Panchayat Secretary – Grade-II

Category (3) Panchayat Secretary – Grade-III

Category (4) Panchayat Secretary – Grade-IV

Class-B : Health and Sanitation posts

Category 1: Sanitary Inspector, Grade-I

Category 2: Sanitary Inspector, Grade-II

Category 3: Health Assistant and "Death and Birth Registrar-Cum-Vaccinator"

Category 4: Maternity Assistant

Category 5: Sanitary Maistry

Category 6: Field Assistant

Class-C : Technical posts

- Category 1: Pipeline Fitter including Fitter and Water Supply Fitter
- Category 2: Pump Driver / Pump Operator
- Category 3: Electrician, Grade-II
- Category 4: Lighting Superintendents / Inspectors
- Category 5: Electrician-cum-Fitter
- Category 6: Lineman

Class-D : Miscellaneous posts

- Category 1: Library Attender formerly designated as Librarian.
- Category 2: Radio Operator.
- Category 3: Town Planning Supervisor

3. Method of Appointment and Appointing Authority

Class-A : Supervisory posts :

S.No.	Category	Feeder Categories	Appoint Authority
(1)	(2)	(3)	(4)
1	Panchayat Secretary Grade-I	By promotion from the category of Panchayat Secretary Grade-II	Commission of Panchayat Raj and Rural Employment
2	Panchayat Secretary Grade-II	1. By promotion from the category of Panchayat Secretary Grade-III 2. Junior Assistant of District Panchayat Officer/Divisional Panchayat Office units 3. Junior Assistants/ Junior Assistant-Cum-Bill Collectors of Gram Panchayats 4. Sanitary Inspector Grade-I	Commission of Panchayat Raj and Rural Employment
3	Panchayat Secretary Grade-III	1.By promotion from the category of Panchayat Secretary Grade-IV. 2. Bill Collector	District Collector

4	Panchayat Secretary Grade-IV	1. Direct Recruitment 2. Persons belonging to other categories (excluding Junior Assistants/Junior Assistant – cum-Bill Collector, Sanitary Inspector Grade-I) working in Gram Panchayats whose services were regularized under G.O.Ms.No.212, and 112, Fin and Plg (FW.PC.III) Dept. dt:22-4-1994 and 23-7-1997.	District Collector
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Note : 1

Appointment to the category of Panchayat Secretary Grade-II shall be made from the feeder category in the following order:

- 1st Vacancy : Panchayat Secretary Grade-III
- 2nd Vacancy : Panchayat Secretary Grade-III
- 3rd Vacancy : Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats
- 4th Vacancy : Panchayat Secretary Grade-III
- 5th Vacancy: Junior Assistants of Divisional Panchayat Office/District Panchayat Offices
- 6th Vacancy : Panchayat Secretary Grade-III
- 7th Vacancy: Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats / Sanitary Inspector Grade-I
- 8th Vacancy: Panchayat Secretary Grade-III
- 9th Vacancy: Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats.
- 10th Vacancy: Panchayat Secretary Grade-III

Note:1 (a): 7th vacancy in every alternative cycle reserved for sanitary Inspector Grade-I.

Note: 2

Appointment to the category of Panchayat Secretary Grade-III shall be made from the feeder category in the following order:

- 1st Vacancy : Panchayat Secretary Grade-IV
- 2nd Vacancy : Panchayat Secretary Grade-IV
- 3rd Vacancy : Panchayat Secretary Grade-IV
- 4th Vacancy : Panchayat Secretary Grade-IV
- 5th Vacancy : Bill Collector
- 6th Vacancy : Panchayat Secretary Grade-IV
- 7th Vacancy : Bill Collector
- 8th Vacancy : Panchayat Secretary Grade-IV
- 9th Vacancy : Panchayat Secretary Grade-IV
- 10th Vacancy: Bill Collector

Note: 3

Appointment to the category of Panchayat Secretary Grade-IV shall be made from the feeder category in the following order:

- 1st Vacancy : Direct Recruitment
- 2nd Vacancy : Direct Recruitment
- 3rd Vacancy : Direct Recruitment
- 4th Vacancy : Feeder category No.2
- 5th Vacancy : Direct Recruitment
- 6th Vacancy : Direct Recruitment
- 7th Vacancy : Feeder category No.2
- 8th Vacancy : Direct Recruitment
- 9th Vacancy : Direct Recruitment
- 10th Vacancy : Feeder category No.2

Note:4 :If a qualified and eligible person is not available for appointment against the turn allotted in the cycle mentioned above the turn shall lapse and the vacancy shall be filled up by a person who is eligible in the next category of the cycle prescribed therein.

Class-B : Health and Sanitation posts :

Sl.No (1)	Category (2)	Method of Appointment (3)	Appointing Authority (4)
1.	Sanitary Inspector Grade – I	<ul style="list-style-type: none"> i) By promotion from the category of Sanitary Inspectors, Grade-II ii) If no qualified or suitable person is available for promotion; by Director Recruitment 	District Collector
2.	Sanitary Inspector Grade – II	<ul style="list-style-type: none"> i) By appointment by transfer of Health Assistants in Mandal Parishads and Zilla Parshads. ii) By transfer of Health Assistants and "Death and Birth Registrar-Cum-Vaccinator" in Gram Panchayats. iii) By transfer of Sanitary Maistry in Gram Panchayats Provided they poses the Requisite qualifications of Sanitary Inspectors of Sanitary Inspector Training Course certificate and have Completed minimum three Years of service in the Category of Sanitary Maistry post. iv) By Direct Recruitment. 	District Collector

3. Health Assistant and "Death and Registrar-Cum-Vaccinator"	i) By Direct Recruitment ii) By promotion of Sanitary Maistry	District Panchayat Officer
4. Maternity Assistant	No Future Recruitment	-
5. Sanitary Maistry	By Direct Recruitment	District Panchayat Officer
6. Field Assistant	By Direct Recruitment	District Panchayat Officer

Class-C : Technical posts :

1. Pipe Line Fitter Including Fitter and Water Supply Fitter	By Direct Recruitment	District Panchayat Officer
2. Pump Driver/ Pump Operator	By Direct Recruitment	District Panchayat Officer
3. Electrician Grade – II	By Direct Recruitment	District Panchayat Officer
4. Lighting Superintendents / Inspectors	No Future Recruitment	-
5. Electrician-Cum-Fitter	By Direct Recruitment	District Panchayat Officer
6. Line Man	By Direct Recruitment	District Panchayat Officer

Class-D : Miscellaneous posts :

1. Library Attender	No Future Recruitment	-
2. Radio Operator	No Future Recruitment	-
3. Town Planning Supervisor	No Future Recruitment	-

NOTE : (1) : Appointment to the category of Sanitary Inspector, Grade-II shall be made from the feeder categories in the following order :-

1st Vacancy : Health Assistants in Mandal Parishad/Zilla Parishad

2nd Vacancy: Health Assistants and "Death and Birth Registrar-cum-Vaccinator" in Gram Panchayats.

3rd Vacancy : Sanitary Maistry in Gram Panchayats.

4th Vacancy : Direct Recruitment

(2) If suitable Health Assistants in Mandal Parishad / Zilla Parishad, Health Assistant and Death and Birth Registrar-Cum-Vaccinator in Gram Panchayats and Sanitary Maistry in Gram Panchayats are not available, the vacancy shall be filled up by direct recruitment.

(3) Where there is no future recruitment to the posts mentioned in class B, Class C, and Class D, the same posts shall be ceased soon after the vacancy arises in the said posts.

- 4. RESERVATION OF APPOINTMENT** : The rule of special Representation (General Rule 22) shall apply to appointments to the posts mentioned in these rules.
- 5. QUALIFICATIONS** : No person shall be eligible for appointment to the categories specified in column (1) of the annexure to these rules by the method specified in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.
- 6. AGE** : Unless, otherwise specified, no person shall be eligible for appointment of Direct recruitment, if he has completed 34 years of age as on the first day of July of the year in which the notification for selection is made.
- 7. MINIMUM SERVICE** : Unless, otherwise specified, no person shall be eligible for appointment by transfer or promotion, unless he is an approved probationer and has put in not less than three years of service in the category from which promotion or appointment by transfer is made and if no such candidates are available, service of two years shall be considered as adequate.
- 8. PROBATION** :
- (1) Every person appointed by direct recruitment to the various posts in the service shall, from the date on which he commences probation, be on probation for a total period of two years on duty, within a continuous period of three years.
 - (2) Every person appointed to any of the posts either by promotion or by transfer shall, from the date of which he commences probation, be on probation for a total of one year on duty within a continuous period of two years.
 - (3) The District Collector shall be the authority competent to declare the probation on completion of the prescribed period of probation for the categories under class A and categories I & II of class B. For other categories the District Panchayat Officer shall be the authority competent to declare the probation on completion of the prescribed period of probation.
- 9. TRAINING** :
- (1) Every person appointed by any method to the post of Panchayat Secretary shall immediately after appointment to undergo a course of training for such a period and as per such programme and syllabus as may be prescribed by the Commissioner of Panchayat Raj from time to time.
 - (2) Every person appointed by Direct Recruitment shall before the commencement of training, execute an agreement bond that he/she shall repay to the Government, the pay and allowances and any other remuneration received by him in addition to the amount spent by the Government on his/her training.
 - (i) If he/she fails to serve the Government for a period of three years after the completion of his/her training for any reason; or
 - (ii) If he/she discontinues the training or is discharged from training course for misconduct or for any other reason; or
 - (iii) If he/she secures any other employment elsewhere other than under the State Government.
 - (3) The period of training shall count for purpose of probation, increments, leave and pension.
 - (4) A Direct Recruittee shall be eligible during the period of training, to draw initial pay of the post with usual allowances admissible at the place of training.

10. TESTS : Every person appointed by Direct Recruitment to the post of Panchayat Secretary Grade-IV shall pass the Accounts Test for Local Body Employees paper-I and II within the period of probation.

Note : Since the test is newly prescribed for the post of Panchayat Secretary Grade II and III the candidate already working in the said category is required to pass the said test or tests within a period of three years from the date of commencement of these rules into force. Otherwise, the candidate shall be reverted to the lower post.

11. UNIT OF APPOINTMENT : For purpose of recruitment, appointment, discharge for want of vacancy, re-appointment, seniority, promotion, transfer and posting and appointment as full member the unit of appointment for categories (1) and (2) of Class-A is Zone and for all remaining categories the district is the unit of appointment.

12. TRANSFERS AND POSTINGS :

- (1) Subject to the powers of control and revision by the Government, the Commissioner of Panchayat Raj and Rural Employment shall be the competent authority to post and transfer of Categories (1) and (2) of Class-A, from one District to another District within the Zone specified in Rule 11.
- (2) The transfers within the District shall be made by the District Collector (Panchayat Wing). The transfers within the District may also be effected by the Commissioner of Panchayat Raj and Rural Employment in the exigencies of service.
- (3) The District Collector (Panchayat Wing) shall be the competent authority to post and transfer Panchayat Secretary Grade III and IV within the district.
- (4) All Panchayat Secretaries shall be posted to a Panchayat Cluster corresponding to their category.

13. DISCIPLINARY AUTHORITY :

- (1) Commissioner of Panchayat Raj and Rural Employment shall be the disciplinary authority for the categories of Panchayat Secretaries Grade I and II.
- (2) The District Collector (Panchayat Wing) shall be the disciplinary authority for the categories of Panchayat Secretaries Grade III and IV .

14. SAVINGS :

Nothing in these rules shall effect the appointments made in accordance with the repealed rules prior to the coming into force of these rules.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R. SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT(PR)

To

The Commissioner of Printing, Stationery and stores purchases, Hyderabad
(for publication of the Notification in an extra-ordinary issue of A.P. Gazette dt.24-2-2010 and to furnish 1000 copies to the Government).
The Commissioner of Panchayat Raj and Rural Employment, Hyderabad.

All the District Collectors
All the Chief Executive Officers, Zilla Parishads.
All the District Panchayat Officers
The Director of Treasuries and Accounts, Hyderabad.
All the District Treasury Officers.

Copy to:

The Secretary,
A.P. Public Service Commission, Hyderabad.(10 copies)
The General Administration (Ser.F/MC.I) Department
The Law (A) Department
The Finance (SMPC) Department
The Prl. Secretary to C.M.
P.S. to M(PR)/Prl.Secretary(PR).
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER

Contd. for ANNEXURE

CLASS-A SUPERVISORY POSTS:

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
(1) Panchayat Secretary Grade-I	By promotion from the category of Panchayat Secretary Grade-II	Must have passed the Accounts Test for Local Body Employees Paper-I and Paper-II
(2) Panchayat Secretary Grade-II	(1) By promotion from the category of Panchayat Secretary Grade-III (2) By promotion from the category of Junior Assistants/Junior Assistant-cum-Bill Collectors of Gram Panchayats. (3) Appointment by transfer from the category of Junior Assistant/District Panchayat Officer/Divisional Panchayat Office Unit (4) By promotion from the category of Sanitary Inspector Grade-I	Must have passed the Accounts Test for Local Body Employees Paper-I and Paper-II
(3) Panchayat Secretary Grade-III	(1) By promotion from the category of Panchayat Secretary Grade-IV. (2) By promotion from Bill Collectors	Must have passed the Accounts Test for Local Body Employees Paper-I and Paper-II
(4) Panchayat Secretary Grade-IV	Direct Recruitment	Must have passed Degree

CLASS – B HEALTH AND SANITATION POSTS:

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
(1)Sanitary Inspector Grade-I	(1) By Direct Recruitment (2) By promotion	(1) Must have passed Intermediate Examination (2) Must posses a Sanitary Inspector certificate issued by the Medical and Health Department or its equivalent qualification. Must posses a Sanitary Inspector certificate issued by the Medical and Health Department or its equivalent qualification
(2)Sanitary Inspector Grade-II	(1) By Direct Recruitment (2) By promotion	(1) Must have passed Intermediate Examination (2) Must posses a Sanitary Inspector Training certificate issued by the Medical and Health Department or its equivalent qualification. Must posses a Sanitary Inspector certificate issued by the Medical and Health Department or its equivalent qualification
3)Health Assistant and Death and Birth Registrar-cum-Vaccinator	(1) By Direct Recruitment (2) By promotion	(1) Must have passed Intermediate Examination (2) Must posses a Sanitary Inspector Training certificate issued by the Medical and Health Department or its equivalent qualification. Must posses a Sanitary Inspector certificate issued by the Medical and Health Department or its equivalent qualification
(4) Sanitary maistry	By Direct Recruitment	(1) Must have passed 10 th Class Examination. (2) Must posses a Sanitary Inspector Training certificate issued by the Medical and Health Department or its equivalent qualification.
(5) Field Assistant	By Direct Recruitment	(1) Must have passed 7 th Class Examination. (2) Must have good physic, good vision and capacity for outdoor work.

CLASS-C TECHNICAL POSTS:

Category	Method of Appointment	Qualifications
(1)	(2)	(3)
(1) Pipeline Fitter including Fitter and Water Supply Fitter	By Direct Recruitment	(1) Must have posses ITI Certificate in Plumbing or Fitters trade from any ITI Recognized by Government in the State.
(2) Pump Driver/ Pump operator	By Direct Recruitment	(1) Must have passed 10 th Class Examination or its equivalent qualification. (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.
(3) Electrician Grade-II	By Direct Recruitment	(1) Must have passed 10 th Class Examination or its equivalent qualification. (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.
(4) Electrician-Cum-Fitter	By Direct Recruitment	(1) Must have passed 10 th Class Examination or its equivalent qualification. (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.
(5) Lineman	By Direct Recruitment	(1) Must have passed 10 th Class Examination or its equivalent qualification. (2) Must have posses ITI Certificate in the concerned trade any ITI Recognized by Government in the State or its equivalent qualification.

R. SUBRAHMANYAM
PRINCIPAL SECRETARY TO GOVERNMENT(PR)

SECTION OFFICER.